

# ALASKA PEOPLE

March 1989

Volume X

Number VI

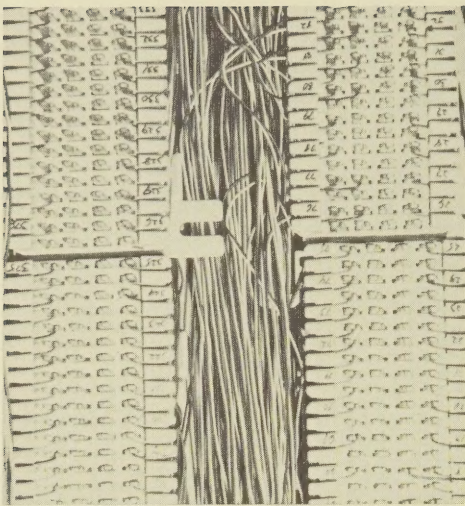
HD  
170  
A43  
V.10  
no.6

**RAPS students at ancient Athapascan  
camp near Dalton Highway**

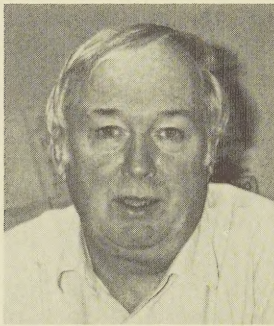
## Inside

Ghosts on Your Line?	2
A Supervisor's Challenge	3
Campbell Tract Works overtime for Oil Spill	4
Workwise and Otherwise	6
Accolades	7
Your Personnel Folder	8





"Punch Block" showing patchwork of the smaller, more economical telephone lines which are replacing the Wang cables.



Tom McMaster - Chief Wizard of BLM High - Tech Communications

# Ghosts on the Line?

## Who Ya Gonna Call?

by Rob McWhorter

"I want minus 61,000 Hertz. Put a tone on the channel that's getting the meteor-burst. Poor return loss." This is the kind of ghost busting patter it takes to get a data circuit line between Campbell Tract and State Office "tweaked up" and running.

If you make any phone calls at all, or use the Wang, Honeywell, Data General, or Prime computer systems you're into the high tech realm of BLM telecommunications. Within ASO's Division of Information Resources Management, there is a group of highly skilled hardware managers who make it happen for the rest of us (we're called users).

Darryl Fish heads the Branch of User and Telecommunications Support, home of Telecommunications Support, the wizards of communications hardware.

Communications Manager Tom McMaster oversees the communications nerve center. Assisting McMaster are five highly specialized technicians, trained in the areas of telephone, telecommunications, data and digital communications.

The newest wrinkle in the communications brain is a high speed data switching system, now being installed under the expert guidance of Gary Paddock. This device allows BLM activities in the Fairbanks

Support Center, Alaska Fire Service, Campbell Tract, Glennallen, and ASO to access the Prime, Data General or Honeywell computers. This system is called the Alaska Switched Data Network, and should go a long way toward eliminating the use of paper. The capacity of the network could, if needed, be expanded to accommodate up to 1,900 users.

One of the immediate problems the communications folks wrestle with is the lack of space in the cable ducts between floors and under our hallways and work spaces. "Over the years, we've laid so much cable and wire that our ducts are getting choked shut. There's probably 50 miles of cable in the building, some of which have 600 separate wires in them," said communications manager Tom McMaster. "Right now we're changing the Wang system cables from co-axial to twisted pair (telephone line). This needs to be done to make room for the data switch distribution system. It's going to take one work-year to just remove old and install new cables.

Telecommunications is one of those "invisible" infrastructure items taken for granted. It takes a lot of hard work to keep us all in touch. A tip of the hat to the Communications crew.

## Birthdays and Retirements

Did you know that you attain a given age on the day before your birthday? In a recent ruling by the Office of Personnel Management, this determination is true for retirement purposes. It significantly impacts employees who will soon retire.

Following are two examples:

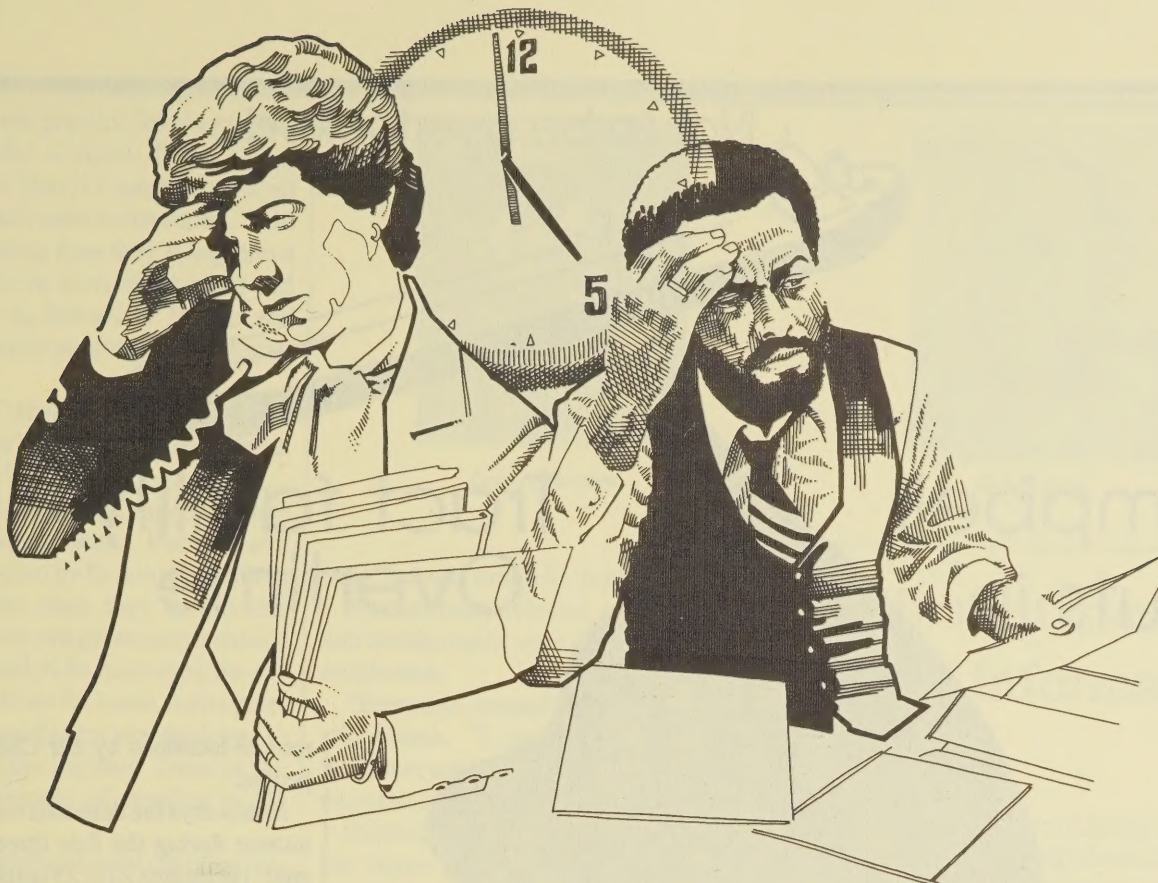
1. **Civil Service Retirement System (CSRS):** An individual who retires optionally within the first three days of the month can begin receiving an annuity the day after separation. (Example: An employee who has 30 years of creditable service and whose birthday was May 4, 1934, can be separated for optional retirement as early as May 3, 1989, and begin accruing annuity benefits on May 4, 1989. If this individual waits until their birthday (May 4), the annuity would

not begin until June 1, 1989.

2. **Federal Employees Retirement System (FERS):** An annuity cannot begin to accrue until the beginning of the month following the month of retirement. (Example: Same as the example above, except the employee's date of birth is May 1, 1934. This employee can be separated as early as April 30, 1989, and begin receiving annuity benefits on May 1, 1989. However, if employee waits until their birthday, May 1, to retire, the annuity would not begin until June 1, 1989, a one month delay in annuity start date.

If you have any questions regarding this information, contact Tim Godfrey, Employee Relations Specialist in the Branch of Human Resource Management at 271-3189.





## A Supervisor's Challenge: Employee Discipline

Do you know employees who . . . come in late? take long breaks? misuse sick leave? As employees we can't do much about other employees' work performance—that's a supervisor's responsibility.

But to help supervisors know what and how to deal with their responsibilities, a series of supervisory briefings are being conducted throughout the year by the Branch of Human Resource Management. Supervisors receiving the training will become more informed and hopefully better supervisors.

The most recent session was on **Progressive Discipline**. Employee relations specialist Sylvia Ferrier explained to 54 supervisors the concept of progressive discipline and the importance of documentation. The supervisor not only has the purgative to discipline an employee but also has the responsibility to maintain efficiency and morale within the office. If an employee is not abiding by known conditions and standards of conduct, the supervisor should take action to correct the conduct, attitude or work habit.

"Discipline should be taken to correct a problem, not to punish," said Ferrier. "It is the policy of the Department of the Interior that discipline be administered in a progres-

sive manner. The supervisor should take the least severe, corrective or disciplinary action, necessary to correct the problem and document the incident. For each repetition of the same or new offense, more severe action is warranted.

Below are nine examples of inappropriate behavior taken from the disciplinary ac-

tion guide which may be unfamiliar to some employees. Within the guide, disciplinary actions are recommended. The guide does not mention oral warnings, counseling letters, appraisals, and similar actions which may be more appropriate for correction of minor offenses which would not be characterized as disciplinary actions.

### Employee No-Nos

- Repeated and improper interruptions of co-workers interfering with performance or discourtesy to the public.
- Delay or failure to carry out assigned work or instruction in a reasonable period of time.
- Rude, boisterous play which adversely affects production, discipline or morale; use of abusive or offensive language; quarreling or inciting to quarrel.
- Making false, malicious or highly irresponsible statements against other employees, supervisors, other officials, or subordinates that could damage the reputation, authority or official standing of those concerned.
- Insubordination, refusal to comply with proper orders or disregard of directives or regulations.
- Promotion of or assisting in operation of organized gambling on duty or on premises.
- Failure to pay valid debts or legal obligations brought to the attention of employer.
- Unauthorized possession of controlled substances either on-duty or off-duty.
- Improper use of official credentials or credit card.





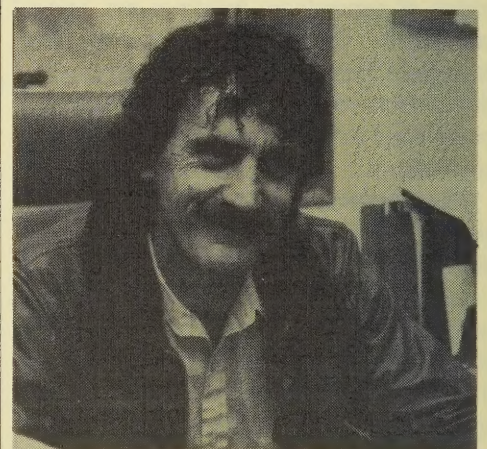
*The Alaska People Special edition on the oil spill neglected to mention the extraordinary efforts of BLMers at the Campbell Tract facility. Many employees were involved in so many ways that it is not deliberate that Alaska People overlook these deeds.*

"It was just like the good old days," said Bob Evans, Campbell Tract's (CT) coordinator for the oil spill. "When fire used to be out here. The flurry of activity, everyone pulling together, reminded me of how the facility used to operate."

Operating at break neck speed is what the CT did when it got the word that oil was polluting the waters outside Valdez. The warehouse crew reacted in a half day by pulling together a 20-man camp in anticipation of its immediate deployment. The camp is self-contained housing used in

remote locations by our Cadastral and fire people.

Evans says the demands on CT were most intense during the first three weeks of the spill. He figures 20 to 25 employees devoted about 800+ hours and have since completed 102 resource orders. Resource orders are multi-itemed and sometimes multi-paged requests for people, fuel and equipment. Like the rest of BLM Alaska, the CT supplied logistical support for the oil spill. Functioning under the Incident Command system, the CT received its orders from the Alaska Fire Service.



*Bob Evans, Oil spill coordinator*

Evans said most of CT's support was for the National Park Service and Forest Service so items like Hanson weather ports, tents, radios, motorhomes and vehicles were transported by road or plane to these agencies set up in Seward, Homer and or Valdez.



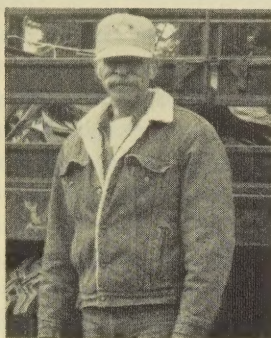
"It was common practice for people like Steve Sandy, Mel D'Anza, Bob Pulling, Tony Maltba and Darryl Coates to work all day preparing equipment for transport," said Evans. "By quitting time they'd hop into a five-ton truck, drive most of the night and make deliveries at Seward or Homer and drive back to Anchorage the next day to start all over again."

Evans said, "I'd call people at all hours of the night and they'd do what had to be done. They were great."

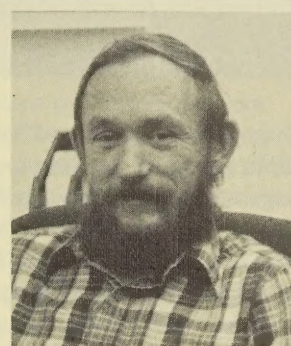
Employees with specific expertise were requested for their talents. Fueller Larry Petersen was detailed by Exxon to head their fueling operations since they lacked that expertise. Peterson was given a skytrain and an Exxon crew which he instructed how to set up fueling stations for boats, helicopters and planes. Terese Bertini was deployed to Seward to assist the Incident Team in the necessary procurement of supplies in the area.

BLM also dispatched trucks carrying rollogons and thousands of gallons of fuel on a regular basis.

Bill Hopster, general supply technician, was loaned to the Forest Service to help track their oil spill finances but he ended up inputting data into their Data General com-



Larry Petersen



Bill Hopster

puter for two weeks in Valdez.

Procurement, aviation, overtime support and maintenance were also supplied by CT employees.

"Everyone jumped in and did there best," said Evans. "I can't overemphasize how well everyone performed under the rapid response system."

Evans says the demand for BLM resources has begun to dwindle. "I got a call from VECO wanting two 20-man camps. I had to tell them no but I gave them information on how to put the camps together. We can't give any more, we don't want to jeopardize our obligations to our field operations for the summer."

## —What Were the Costs?

As of May 10 the following costs have been incurred by the BLM for the oil spill.

Agencies receiving capital property and non-capitalized property are listed. These supplies and equipment have come from the Alaska Fire Service Warehouse, Campbell Tract warehouse, and Boise Interagency Fire Center.

### Equipment/Supplies

Exxon	\$152,655.52
National Park Service	\$164,176.85
State of Alaska	\$36,852.21
National Oceanic Administration	\$46,650.00
Fish and Wildlife Service	\$3,163.90
U.S. Forest Service	\$6,923.71

BLM Personnel Costs	\$467,380.00
Mobilization of BLM Personnel	\$28,259.35
BLM Overtime Hours	4,200 hours

## Library Gives Oil Spill Information

by Cathy Bitali

Alaska Resources Library has been inundated by a rising tide of oil spill response requests. The newspapers want to know "How are booms built? How long is Prince William Sound? How do dispersants work?" The refuges and parks want to know, "What should be cleaned up first? How do you assess damage? How do you clean oiled sea birds?" Lawyers want to know, "How many sea otters are there in Prince William Sound? What is the value of the herring harvest?" We have the answers to these questions and a host of others about the Prince William Sound oil spill. The library has detailed maps of the biological resources in the wake of the oil spill and a host of technical books on oil pollution.

The library has produced two oil spill bibliographies to help answer questions. **Oil Spill in Prince William Sound: a Bibliography** lists books about the biology of Prince William Sound and books about oil pollution at sea. The second bibliography, **Oil Spill Bibliography: Kenai Peninsula — Cook Inlet** lists books about petroleum biodegradation and the biology of the coastal areas the spill has touched as it moves out of Prince William Sound. These are available free in the library. We will continue to answer questions in person and by phone at 271-5025.



## Workwise Or Otherwise

For those employees (outside of Anchorage but within the state) needing to make travel arrangements after hours should call Lifeco at (800) 478-3475. In the Anchorage area, employees should call 268-6661.

After the employee calls the designated number and leaves their name and number on a recorder an agent should return the call within 10 minutes. If the agent doesn't respond, the employee should call again and a backup agent should respond immediately.

After hours are 5:30 p.m. to 7:30 a.m., Monday through Friday and all day Saturday and Sunday.

Transferring to the Anchorage District in June is **Danielle Allen**. Allen has worked on the public affairs staff at the ASO for two years and returns to ADO as their public affairs specialist.

**Mary Smith** of Docket suffered a heart attack and all BLMers extend their sympathies. She and other employees are members of the leave bank and welcome any annual leave contributions.

Employees traveling into the bush are reminded that many cities/villages have banned the sale and importation of alcoholic beverages. Don't unknowingly engage in illegal activity.

The city of Seward proclaimed **April 18 Incident Command Team Appreciation Day** in honor of BLM's incident command team led by **Dave Liebersbach**. Liebersbach and team organized logistics and supplies for the oil spill recovery efforts.

Others contributing to the oil spill recovery include Fairbanks public affairs staffer **Sue Mitchell** who set up an information operation in Homer for Exxon. **Mary Jane O'Daniel**, Fairbanks clerical assistant did administrative duties and **Mike Worley**, Fairbanks miscellaneous documents examiner, was a dispatcher in Seward.

It was disclosed at the Chena AMT meeting that the permanent change of station account used for moving employees has only \$40,000. Since VIP expenses this summer must come out of this account, all expenditures attributed to this account must be approved by the Associate State Director.

**Tom Allen** from the Washington Office and **Judith Harrington** from Denver Service Center were here to do a **GME followup evaluation** with the management team.

*Their shoes were made for walking* - State Office employees walking in the annual Walk for Hope, a local charity raising funds for disabled citizens, were: **Ed Earnhart** (\$209), **Cheryl Anzivino** (\$140), **Jane Miller** (\$89), **Rosalind Holland** (\$67), **Gail Ozmina** (\$247), **Wayne Boden** (\$350). More than \$1000 was earned.



*Newest addition to the management team is **Gene Keith**, district manager of Glennallen District. Keith worked in the BLM Craig District in Colorado before arriving in Alaska last month.*

The 40-Mile River has already claimed its first victim. Early this month, a miner was swept overboard and lost at Dead Man Riffle. A companion survived and walked out to notify the authorities. Records indicate six deaths have occurred on the river from 1977 - 1989 at places like the Falls, Canyon, Middle Fork and Riffles (Dead Man). The BLM Steese/White Mountains District Office manages the river.

For all those BLMers eager to put on a BLM uniform, a 24-minute videotape entitled "**The Time Is Right**" has been developed which introduces the new uniform, describes BLM uniform policy and explains how BLM, its employees and the public will

benefit from employees wearing uniforms. When the video becomes available to the uniform coordinators, employees will be notified by memo of viewing times.

**Mike Menge** talked about the Valdez oil spill to a crowd of 300 federal and industry officials at this year's oil and gas conference sponsored by the BLM New Mexico State Office.

Volunteer **Diana Gansemer** was presented a 1989 Volunteer for the Public Lands Award by **Senator Ted Stevens** in Fairbanks. Gansemer donated 1,700 hours of her time to BLM while giving presentations and working on the Coldfoot interagency visitor center just off the Dalton Highway. Federal savings were \$17,000.

BLMers who helped make the Minority Female Leadership conference a success were **Kamiliah Rasheed**, **Cheryl Anzivino**, **Brenda Matthews**, **Sandy Larson**, **Sheila Brown**, **Nita Follante**, **Eva Ratcliffe**, **Barbara Partin**, and **Ella Wright**. The two-day conference sponsored by the Anchorage School District and U.S. Department of Labor Women's Bureau, Region X gave 400 young women information for career planning and preparation.

About 140 people attended an EIS scoping meeting in Juneau. BLM is directing the preparation of an EIS for Echo Bay Exploration's project to rework the abandoned Alaska-Juneau gold mine in southeast Alaska. The company has applied for a right-of-way across federal and state lands to access the mine. **David Dorris** is the project's lead for the Anchorage District.

**Alaska Fire Service** folks put on a good show for the 600 people who attended their open house on April 29 in Fairbanks. The event celebrated Fire's 50th anniversary in Alaska. Visitors were treated to smoke-jumpers practice jumps and chute rigging demonstrations. Fire fighting gear was on display and the Alaska State Division of Forestry made their foam fire suppressant truck available.

A spiffy new color publication, **Placer Mining in Alaska** is now available through the Division of Minerals Resources.



# Accolades

## Length of Service Award

**Janice Hopster**, Applications Examiner, ASO Division of Mineral Resources  
**Dorothy Hermansen**, Miscellaneous Documents Examiner, ASO Division of Support Services  
**Nora Vanassche**, Land Law Examiner, ASO Division of Conveyance Management  
**Rita Booth**, Miscellaneous Documents Examiner, ASO Division of Support Services  
**Lynn Rogers**, Cartographic Technician, ASO Division of Support Services  
**Dennis Benson**, Land Law Examiner, ASO Division of Conveyance Management  
**Joan Biggs**, Land Law Examiner, ASO Division of Conveyance Management  
**Ramon Garcia-S**, Legal Clerk, ASO Division of Support Services  
**Joseph Maestas**, Land Surveyor, ASO Division of Cadastral Survey

## Sustained Superior Performance Award

**Alice Chavez**, Land Law Examiner, ASO Division of Conveyance Management  
**Dorothy Kieffer**, Miscellaneous Documents Examiner, ASO Division of Conveyance Management  
**Bernice Leskosky**, Land Law Examiner, ASO Division of Conveyance Management  
**Janice Prutz**, Land Law Examiner, ASO Division of Conveyance Management  
**Diane Thompson**, Land Law Examiner, ASO Division of Conveyance Management  
**Eleanor DeRoque**, Land Law Examiner, ASO Division of Conveyance Management  
**Laura Matus**, Land Law Examiner, ASO Division of Conveyance Management  
**Jesse Hicks**, Land Law Examiner, ASO Division of Conveyance Management

**Mary Carter**, Supervisory Contact Representative, ASO Division of Support Services  
**Stanton Curtis**, Computer Specialist, ASO Division of Information Resources Management  
**Carol Heath**, Contact Representative, ASO Division of Support Services  
**Betty Bonner**, Land Law Examiner, ASO Division of Conveyance Management

## Special Act Award

**Mary Bertini**, Contact Specialist, ASO Division of Support Services  
**Linda McClelland**, Computer Assistant, ASO Division of Information Resources Management  
**Richard Early**, General Supply Specialist, Fairbanks Support Center  
**Patricia Olson**, Motor Vehicle Operator, Fairbanks Support Center  
**Evalyn Punches**, Contact Representative, ASO Division of Support Services  
**Jim Needham**, Contact Representative, ASO Division of Support Services  
**Sharon Cunningham**, Contact Representative, ASO Division of Support Services

## Length of Service Award

### 10 Year Award

**Michael Cincar**, Cartographic Technician, Fairbanks Support Center  
**Beverly Lujan**, Secretary, Alaska Fire Service  
**Edward Doyle**, Computer Assistant, ASO Division of Information Resources Management  
**Susan Will**, Natural Resource Specialist, Steese/White Mountains District  
**Janet Sosnowski**, Realty Specialist, Anchorage District Office  
**Sharon Baker**, Accountant Technician, Fairbanks Support Center  
**John Kirk**, Forestry Technician, Fire Support Services  
**David Rukke**, Realty Specialist, Anchorage District Office  
**Richard Bidasolo**, Land Surveyor, Division of Cadastral Survey

### 20 Year Award

**Melvin Williams**, Supervisory, Employee Development Specialist, ASO Division of Support Services  
**Stanley Bronczyk**, Supervisory, Contact Representative, Division of Conveyance Management

### 30 Year Award

**John VanDuinen**, Supervisory, Cartographic Technician, Division of Cadastral Survey

## WELCOME ABOARD (April 1989)

**Anne Burns**, Forestry Technician, Fire Alaska Fire Service  
**Jocelyn Jones**, Secretary, ASO Division of Information Resources Management  
**Regina Scantlebury**, Secretary, ASO Division of Information Resources Management  
**Randi Anderson**, Wildlife Biologist, Kobuk District Office  
**Gene R. Keith**, District Manager, Glennallen District Office  
**Louis E. Doones Jr.**, Supervisory Cartographic Technician, ASO Division of Cadastral Survey  
**Shirley Spurlock**, Land Law Assistant, ASO Division of Conveyance Management

## MOVING ON April 1989

**Carl Halvorsen**, Electronic Mechanic, Alaska Fire Service  
**Pamela Bissonette**, Steese/White Mountains District  
**Jack Gilman**, Communications Manager, ASO Division of Information Resources Management  
**Jack Ledgerwood Jr.**, Supervisory, Natural Resource Specialist, Alaska Fire Service  
**Kenneth Allen**, Electronic Mechanic, Alaska Fire Service  
**David Clark**, Land Surveyor, ASO Division of Cadastral Survey



# Your Official Personnel Folder

by Rose Feltz

As an employee of BLM you have an Official Personnel Folder (OPF). Federal agencies must establish and maintain an OPF for each employee. These files are maintained as follows:

- Temporary Fairbanks employees-  
Personnel Office, Fairbanks
- Human Resources Branch, Anchorage-  
All other employees

The OPF is established when an employee begins work for a federal agency and remains with the agency as long as you are employed. If you resign from the agency, the OPF is forwarded to the Federal Record Center in St. Louis, Missouri. It will remain at the Federal Records Center until you are reemployed by a Federal agency.

At that time the new agency's personnel office will request your OPF from the Federal Records Center. Current employment forms that you complete and personnel actions will be added to the existing OPF. If you transfer to another agency or are resigned to another appointing office area this OPF will follow you.

The OPF contains all of your permanent records such as: Application for Employment, Oath of Office, Appointment Affidavit, Records of Training, SF-50, Notifica-

tion of Personnel Action, Awards, the original SF-52 that you submit when you resign, Election of Thrift Savings Plan, Designation of Beneficiary for Retirement, and Life Insurance.

Each agency must ensure the security and confidentiality of the OPF's in locked cabinets in a locked room with only authorized persons having access. You may wonder why the employee at the front desk questions you prior to you entering the Human Resources Branch. The reason is to protect the privacy of the individuals for whom we maintain OPF's.

Your OPF is available for your review by personnelists, managers, supervisors, and investigators who need information on which to base decisions affecting an employee or in the performance of their assigned duties. As an employee you may, and are encouraged to, review your OPF upon request. Prior to review of your OPF you will need to furnish some form of identity if you are unknown to the personnel staff. Employees reviewing their OPF must be accompanied by a record custodian at all times.

If you have any questions on the maintenance/review of your OPF please call the Personnel Office in Fairbanks or the Personnel Office in Fairbanks or the Human Resource Branch, Anchorage, where your OPF is maintained.

**ALASKA PEOPLE** is published monthly for the employees of the Bureau of Land Management and is distributed state-wide. It is produced by the Public Affairs Staff, Alaska State Office, 222 W. 7th Avenue, #13, Anchorage, Alaska, 99513-7599. Phone 271-5555.

Chief - David Vickery

Editor/Writer/

Design - Danielle Allen

Layout - Jim Mroczek

## On the Cover:

*Helping excavate a 3,000-year old Athapaskan hunting camp near the Dalton Highway are RAPS students Audry Brower and Richard Williams. The site contains Obesedian spearheads and other stone artifacts.*



Bureau of Land Management  
222 West 7th Avenue, #13  
Anchorage, Alaska 99513

*Returned For Better Address*

Return if not delivered in 10 days  
OFFICIAL BUSINESS/Penalty for Private Use \$300



POSTAGE AND FEES PAID  
U.S. DEPARTMENT  
OF THE INTERIOR  
INT 415

BLM Library  
Denver Federal Center  
Bldg. 50, OC-521  
P.O. Box 25047  
Denver, CO 80225